



Tennessee Department of Environment and Conservation  
Division of Water Pollution Control  
L & C Tower Annex, 6th Floor  
401 Church Street  
Nashville, Tennessee 37243

**Phase II Stormwater Permit Notice of Intent (NOI)**  
**Phase II Municipal Separate Storm Sewer Systems (MS4)**

**PURPOSE**

The purpose of this Notice of Intent (NOI) is for a Tennessee city, county, utility district, university or military base to apply for NPDES permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system.

**INSTRUCTIONS**

You must provide the following information to the Division of Water Pollution Control as application material. You may either submit a hard copy of the original NOI as described in sub-part 2.3 of the MS4 Permit, signed in accordance with the signatory requirements of sub-part 6.7 of the permit, and a copy of the NOI, to the address shown in sub-part 1.2 of the permit for the EFO responsible for the county where the facility is located; or you may submit by e-mail, with the completed NOI and attachments (such as map and city ordinances) to [phase.two@tn.gov](mailto:phase.two@tn.gov).

In addition, send an original, hard copy letter, signed by the responsible official of the MS4, which makes reference to the e-mail transmission including date and time that the electronic submitted was made. The letter must contain the signatory statement found on the NOI form. The letter must be mailed to the Nashville Central Office address as defined in sub-part 1.2 of the MS4 permit.

After completing the questions in each section, list the Best Management Practices (BMPs) that you will implement in each area based on a set of priorities you have identified in the area. Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

After completing the BMP's in each section provide the administrative information to complete those BMP's as explained here:

Primary Contact and Position/Title	The person in your organization serving as the primary contact.
Other Department and Roles	Other departments within your organization involved in the project and how their role is identified.
Other Government Entity and Roles	Identification of other government entities responsible for implementing one or more of the BMP's. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.
Other Institutions and Roles	Identification of partnerships with another MS4 operator or institution (e.g., Chamber of Commerce, environmental interest organizations, civic groups) to achieve the BMP's.
Target Groups (if applicable)	Specific kinds of groups that will be targeted, such as service industries (i.e., carpet cleaning), civic groups, schools, and church groups, etc.

**PART I**  
**ADMINISTRATIVE INFORMATION**

Name of city, county, stormwater utility district or other public institution that operates a Phase II MS4: City of Mt. Juliet

<u>Randy Robertson</u>	<u>City Manager</u>
Responsible Elected Official or Officer	Title
<u>2425 N. Mt. Juliet Rd</u>	<u>Mt. Juliet</u>
Street Address	City
	<u>TN</u>
	State
	<u>37122</u>
	Zip Code

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**PROGRAM CONTACT**

Gary Gaskin

Name

ggaskin@cityofmtjuliet.org

Email Address

(615) 773-6270

Phone Number

**TECHNICAL CONTACT**

Marlin Keel

Name

mkeel@cityofmtjuliet.org

Email Address

(615) 773-7957

Phone Number

☒ Attach an organizational chart that shows the different departments involved in stormwater management.

**PART II**  
**DESCRIPTION OF STORM SYSTEM**

**ITEM A**  
**AREA SERVED (IN SQUARE MILES)**

If city, town, university, or utility district: Give jurisdiction area within current corporate boundaries 21.78

If city, town, university, or utility district: Give additional area of urban growth boundary 48.57

If county: Give total area n/a Area unincorporated n/a Unincorporated, urbanized area (UA) n/a

If county, indicate by checking the appropriate box if the permit will be used to regulate non-UA portions of your county:

Entire county (unincorporated) ☐

Non-UA portions, as follows (describe below) ☐

**ITEM B**  
**STORM DRAINAGE INFRASTRUCTURE**

Give figures for the following features of stormwater drainage infrastructure owned or operated by the local government. For a county government, indicate whether the figures represent the entire county or only the urbanized area. Figures for length and number of culverts and catch basins may be rough estimates.

For counties: Entire county ☐ Urbanized area only ☒

Storm Sewers not known (miles, or feet)

Open Ditches not known (miles, or feet)

Culverts not known

Catch Basins not known

Retention Basins none

Detention Basins none

**ITEM C**  
**MAPS**

Please include a map or maps depicting the following information. A single map may be submitted, as long as the information is legible. If you are not able to provide all the information please mark the applicable check box and attach an explanation as to why the information has not been submitted:

Zoned areas for commercial or industrial activity	<input type="checkbox"/>	State vocational, technical, college or universities	<input checked="" type="checkbox"/>
Actual areas of commercial or industrial activity	<input checked="" type="checkbox"/>	Federal vocational, technical, college or universities	<input checked="" type="checkbox"/>
Other municipally owned/operated industrial activities	<input checked="" type="checkbox"/>	City Roads	<input type="checkbox"/>
Municipal or County Wastewater Treatment Plants	<input checked="" type="checkbox"/>	County Roads	<input checked="" type="checkbox"/>
Vehicle Fleet Maintenance Centers	<input checked="" type="checkbox"/>	Perennial and intermittent streams	<input type="checkbox"/>
Power Plants	<input checked="" type="checkbox"/>	Topography or Drainage Patterns	<input type="checkbox"/>
Airports	<input checked="" type="checkbox"/>	Landfills	<input checked="" type="checkbox"/>
Military Installations	<input checked="" type="checkbox"/>		

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**ITEM D  
IDENTIFYING IMPAIRED STREAMS AND OTHER WATER BODIES**

Using the GIS mapping tool (<http://tnmap.tn.gov/wpc/>) along with the most current 303(d) list published on the division's web site (<http://www.tn.gov/environment/wpc/publications/#wqassessment>), identify whether stormwater discharges from any part of the MS4 contribute pollutants of concern to an impaired waterbody and list below: For any impairment, indicate the waterbody ID#, name of impacted waterbody, nature of pollution (cause), and the source. If you have additional streams to list, please include in a separate attachment.

WATERBODY ID# AND NAME OF IMPACTED WATERBODY	CAUSE OF IMPAIRMENT	SOURCE OF IMPAIRMENT
TN05130203230 – 0100, North Creek	Loss of biological integrity due to siltation	Land Development

**ITEM E  
HAS THE STATE OR EPA ISSUED A TMDL FOR ANY STREAMS DIRECTLY AFFECTED BY RUNOFF FROM YOUR MS4?**

Determine whether or not a TMDL has been established and approved by EPA and identify by checking the appropriate box. A list of EPA-Approved TMDLs as well as EPA-Established TMDLs for Tennessee waters can be found on the division's web site (<http://www.tn.gov/environment/wpc/tmdl/approved.shtml>).

Yes ☐ No ☒ If yes, list the waterbody ID#, name of impacted waterbody and parameter(s) of concern:

WATERBODY ID# AND NAME OF IMPACTED WATERBODY	PARAMETERS OF CONCERN

If you have additional streams to list, please include in a separate attachment.

**PART III  
EXISTING LEGAL AUTHORITY TO CONTROL STORMWATER DISCHARGES TO MS4**

You must review ordinances that are associated with stormwater discharges to your MS4. Attach a copy of ordinances that give your MS4 the authority to control stormwater discharges into the MS4 storm sewer system. Ordinances that deal with stormwater issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion and sediment practices, subdivision regulations or other land use/development ordinances.


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PART IV  
SIGNATURE OF RESPONSIBLE CORPORATE OFFICER

This Notice of Intent (NOI) must be signed as follows: For a municipality, state, federal, other public agency, and/or co-permittees by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes one of the following:

- i. The chief executive officer of the agency.
- ii. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

 _____ Signature	<i>City MGR</i> _____ Title/Municipality	<i>15 MAY 2011</i> _____ Date
<i>Mark Keel</i> _____ Signature	<i>Director of Public Works / M. Jalil</i> _____ Title/Municipality	<i>3-14-11</i> _____ Date
_____ Signature	_____ Title/Municipality	_____ Date
_____ Signature	_____ Title/Municipality	_____ Date
_____ Signature	_____ Title/Municipality	_____ Date
_____ Signature	_____ Title/Municipality	_____ Date
_____ Signature	_____ Title/Municipality	_____ Date

(Go to next page.)

PART V  
YOUR PROPOSED STORMWATER QUALITY MANAGEMENT PROGRAM

This NOI requires you to provide a brief description of your current and proposed activities as well as your Best Management Practices (BMPs) for a stormwater management program. The following sections correspond to the six minimum control measures for a Phase II stormwater management program. If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

For purposes of this NOI, the Public Education and Outreach and Public Participation and Involvement minimum measures have been combined.

SECTION 1  
PUBLIC EDUCATION AND OUTREACH AND PUBLIC INVOLVEMENT/PARTICIPATION

A. Current Activities:

The following is a set of questions on your current Public Education and Outreach and Public Involvement/Participation. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently distribute educational materials on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method.

Yes ☒

Means; Cable television, printed flyers, broadcast TV and radio PSAs, topic specific training material, social networks, etc.

No ☐

Topics; recycling, housekeeping, erosion prevention, sediment control, riparian buffer preservation and enhancements, watershed function, biodiversity, conservation construction methods, pollution impacts, pollution prevention, etc.

Audience; contractors, homeowners, business owners/operators, school children, developers, civil consultants, government officials, general public including recreators, etc.

2. Does the municipality currently conduct or participate in public outreach activities focusing on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities.

Yes ☒

Activities; stream clean ups, campus/classroom visits, expositions, conventions, special events/classes, civic groups, etc.

No ☐

Topics; pollution prevention, pollution impacts, housekeeping, recycling, conservation activities.

Audience; residents, student population, business owner/operators, contractors, developers, public officials.

3. Does the current municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified.

Yes ☒

Notice of information regarding local, state and federal requirements are updated regularly by means of mass emails, mass mailings, in city calendar online, message on cable TV, posting and hand out of flyers, public notice ads, public speaking, presented at special events, public discussion in open technical review and open commission meetings and network media as is appropriate.

No ☐

B. Proposed Activities:

List the BMPs that you will implement in the areas of Public Education and Outreach and Public Participation and Involvement. These should be based on a set of priorities that you have identified in the areas of Public Education and Outreach and Public Participation and Involvement. Provide a short descriptive name to the BMP in the left column. In the right column, more fully describe the BMP.

For Public Participation and Involvement BMPs, you may not desire to dictate the ways in which the public participates or is involved in the stormwater quality management program; in this case, your proposed program should provide a forum and a structure by

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which to encourage or allow the public to participate. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. As such, your proposed program should describe how you will accomplish this, and the time schedule.

PROPOSED BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION		
BMP	Name	DESCRIPTION
1A.	Annual clean up, recycling, education, demonstration events.	Storm water will enlist teachers, churches and other civic groups to form teams and undertake individual projects specific to their preferred site and its conditions. coordinate the efforts in a pre-determined time frame in order to maximize impact, public exposure and participation. This will also involve classroom presentations, guided tours, nature walks, convocations, participation in other school, church and civic functions and gatherings before and following the event(s).
1B.	Annual exposition focused on the construction processes.	Storm water will participate with public and private partners in an annual exposition with vendors, contractors, suppliers, realtors, bankers in hosting information booths and to be presented to the community and attended by the general public gathering information on home ownership, home improvement, home construction, etc.
1C.	Special workshops	organize workshops as observed needed or requested on topical updates or regulatory revision.
1D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted (e.g., service industries such as carpet cleaning, lawn care, civic groups, schools, church groups) if applicable:

Storm water will target specifically 'Hot Spot' clients in such industries as carpet cleaning, lawn care, auto repair and others; as will we generally target civic groups, schools, churches, Scouting groups, home owner associations and others as identified and opportunity arises.

**C. Measurable Goals and Implementation Milestones**

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

**D. Administrative Information**

ADMINISTRATIVE INFORMATION FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
PRIMARY CONTACT	POSITION OR TITLE
Gary Gaskin	Storm water program coordinator

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Engineering/Public Works	Monitor storm system design compliance with consultants/engage clients and constituents with storm water practices, policies and refer to storm water coordinator for other questions and responses.
Planning and Zoning	Present storm water ordinances, policies and requirement at all phases of plans review and approval.
Parks and Recreation	Incorporate storm water message into youth oriented functions in parks facilities and distribute targeted flyers to constituents.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
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Wilson County MS4	Share development, production and distribution of lessons and materials in special events as needed and regular visits to local classrooms and civic groups and others.
City of Lebanon MS4	Share development, production and distribution of lessons and materials in special events as needed and regular visits to local classrooms and civic groups and others.
Sumner County Water Group	Share development, production and distribution of lessons and materials in special events as needed and regular visits to local classrooms and civic groups and others.

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP
State Forestry	State forestry will support efforts to educate about trees in relation to stormwater management, plant new trees, identify and preserve treed buffers, develop and implement riparian buffer enhancement in urbanized areas and other deforested spaces to all target audiences.
USDA	USDA will assist and support efforts to develop and demonstrate conservation education to all target audiences in conjunction with regular speaking and training sessions as well as special event as opportunity provides.
TVA	TVA assist and facilitate conservation, smart growth and planning work shops for contractors, developers, public officials and other interested using EPA and TDEC regulatory guidelines to define goals and processes.

**SECTION 2**  
**ILLICIT DISCHARGE DETECTION AND ELIMINATION**

The following are common sources of illicit discharges to an MS4:

- Sanitary Wastewater
- Car wash wastewaters
- Radiator flushing disposal
- Spills from roadway accidents
- Carpet cleaning wastewaters
- Effluent from septic tanks
- Improper oil disposal
- Laundry Wastewaters/gray water
- Improper disposal of auto and household toxics

**A. Current Activities**

The following is a set of questions on your current Illicit Discharge Detection and Elimination Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

**STORM SEWER SYSTEM MAP**

Does the municipality currently have a storm sewer system map completed for the entire regulated municipal separate storm sewer system? The map must depict, at a minimum: city streets, topography or drainage patterns, streams, and outfalls (points where the city or county-operated MS4 discharges into the streams or adjacent MS4s).

Yes ☒

No ☐

**ILLICIT DISCHARGE ORDINANCES**

1. Does the municipality currently have an ordinance or regulatory mechanism that prohibits non-stormwater discharges into the storm sewer system? If yes, please attach a copy of the ordinance and give page number(s) of this section of ordinance. If No, proceed to the next section (inspections and enforcement).

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Yes ☒ No ☐ 30 Page Number 8.2 Ordinance Section Number

2. Does the ordinance or regulatory mechanism clearly define non-stormwater discharges, either through a written description of a non-stormwater discharge or through a listing of unallowable or allowable non-stormwater discharges?

Yes ☒ No ☐

3. Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges?

Yes ☒ No ☐

4. Does the ordinance or regulatory mechanism prohibit dumping?

Yes ☒ No ☐

5. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate non-stormwater discharges in the event of violations? If yes, please note page number and paragraph number.

Yes ☒ No ☐ 19ord./8gdl Page Number 4.4(g)(2)(b) Paragraph Number  
ord/2.2 gdl

6. Does the ordinance or regulatory mechanism define penalties for violations? If yes, please note maximum penalty, page number and paragraph number.

Yes ☒ No ☐ \$5000 Maximum Penalty 35 Page Number 10.2 Paragraph Number

7. Does the municipality have ordinance or other regulatory mechanism that prohibits contamination of stormwater runoff from "hot spots" including industrial and commercial properties, restaurants, auto repair shops, auto supply shops, and large commercial parking areas?

Yes ☒ No ☐

**INSPECTION/SCREENING AND ENFORCEMENT PROCEDURES**

1. Does the municipality presently have personnel and procedures in place for inspection and/or screening for non-stormwater discharges? If yes, please describe and indicate percentage of system inspected and/or screened.

Yes ☒

City storm water staff with the support of streets, sewer, road inspectors, codes and pretreatment staff conduct regular and random inspections, investigate complaints, investigate referrals from clients and businesses, investigate new business license/change of use/change of occupancy for potential risks of spills and illicit discharges. Currently estimate 80-90% of pre-2005 infrastructure and 100% of construction since 2005 complete. ALL old infrastructure inlets have been verified and labeled by public works.

No ☐

2. Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, please describe.

Yes ☒

City storm water staff with the support of codes, pre-treatment and other staff respond to violations and potential issues in coordinated investigation and enforcement actions through the most appropriate venue and in multi-office actions when needed for compliance.

No ☐

3. How are enforcement actions documented?

The city storm water office documents violations with investigation reports, complaint report forms, photos, notice of violation (NOV) forms, formal letters (returned receipt), faxes, emails, phone log, compiling of reports and actions from supporting offices staff (appended to our own NOV or other reports in a case file and spread sheet).

4. Has the municipality defined "hot spots" for non-stormwater discharge screening and inspections? If yes, please describe and provide a map of illicit discharge screening hot spots.

Yes ☒

The city storm water staff has canvassed the jurisdiction and compiled a data base of businesses, operations, activities, owners and renters including ownership, addresses and operational descriptors.

No ☐

A registered letter has been sent out stating our intent expand and increase our inspections and enforcements; to 'audit' each location using the EPA investigation form and implement a program providing for annual review and certification reporting.

While addresses are on record, no working map has been developed. Plans are underway to produce a working 'perceptual map' and will be put in place once initial audits have been evaluated with data updated and screened for 'non-risks' vs. 'true risks' to be managed with subsequent audits and reporting.



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**PUBLIC INPUT AND COMPLAINTS**

1. Does the municipality presently have procedures in place to receive and consider information and complaints about non-stormwater discharges that are submitted by the public? If so, provide brief description: responsible departments, personnel, steps followed.

Yes ☒

The city stormwater staff uses E-Gov reporting form online, phone logs, emails and personal contacts are written to complaint form.

No ☐

Investigation findings are documented and outcomes/resolutions/findings/referrals and actions compiled into a record maintained onfile for future use in reviews and investigations.

**EDUCATION**

1. Has the municipality educated the public and businesses including auto parts supply, auto repair shop and restaurants, regarding ways to detect, prevent and eliminate illicit discharges? If yes, briefly describe the educational materials, including media used (e.g., written brochures, public service announcements, etc.), the topic(s) covered, intended target audience(s), and the distribution method.

Yes ☒

Media used; Local cable slide presentations, participation in the TAB PSA program through TNSA, distribution of "After the Storm" brochure from EPA, distribution of "Recycle Oil" from TDEC and Water Works, personal contacts, workshops, and other as needed.

No ☐

Intended audience; general public, auto service and repair facilities, auto dealers, auto supply, restaurants, lawn/landscape services, mobile car wash, carpet cleaning services, garden centers, feed and supply, manufacturing/assembly, storage facilities, fire/water restoration, pest controls, others as identified.

**B. Proposed Activities:**

List the best management practices (BMPs) that you will implement in the area of Illicit Discharge Detection and Elimination. These should be based on a set of priorities that you have identified in the area of Illicit Discharge Detection and Elimination. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Name	DESCRIPTION
2A.	Complaint Investigations	Investigate leads from complaints, observation/reports of other departments, random and regular inspections, new permits, business licenses are assessed for potential noncompliance issues.
2B.	Annual inspections and interviews	Storm water makes regular visits to priority sites in order to "audit" their program for training, housekeeping, maintenance and repair. They are required to provide annual certification of conditions and compliance. These reports are subject to be verified by stormwater inspections.
2C.	Hot Spot/Priority investigations and inspections.	Storm water continues to identify and update data on new "Hot Spots" regularly and makes contact to audit operations, educate owner/operators to implement spill and management programs and to provide regular reporting of compliance to be verified by inspection by city staff.
2D.	Visual assessment	Storm water staff observes and investigates named and un-named streams, lakes, conveyances, channels, ditches, swales and other features for indicators of proper function, maintenance and potential discharges that may constitute a risk of non-compliance with clean water/storm water regulations.

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

Residents, businesses, builders, industry, vendors, recreators.

**C. Measurable Goals and Implementation Milestones**

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

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**D. Administrative Information**

ADMINISTRATIVE INFORMATION FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
PRIMARY CONTACT	POSITION OR TITLE
Gary Gaskin	Storm water Coordinator

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Building Codes	The staff of building codes will continue to be trained to make field observations and report any questionable or non-compliant findings to their supervisor and staff of the storm water division.
Industrial Pre-Treatment	The staff of industrial pre-treatment will continue to be trained to observe and report questionable and non-compliant findings to the storm water division.
Roads/Streets/Sewers	The staff of these divisions of public works will continue to be trained to make observations and cursory investigations of city wide facilities reporting questionable or non-compliance issues to their supervisor and the staff of the storm water division for follow up and/or action.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
Lebanon	Continuing training, review of process and procedures, revision of standard operating procedures, inspection, investigation, regulation, implementation and enforcement within common and/or shared projects and watersheds.
Wilson County	Continuing training, review of process and procedures, revision of standard operating procedures, inspection, investigation, regulation, implementation and enforcement within common and/or shared projects and watersheds.
NGOs including but not limited to CRC, TECTn	Continuing training, review of process and procedures, revision of standard operating procedures, may also participate in field investigations, remediations, consulting in appropriate response measures education and implementations.

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

**SECTION 3  
CONSTRUCTION SITE STORMWATER RUNOFF PROGRAM**

**A. Current Activities**

The following is a set of questions on your current Construction Site Stormwater Runoff Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

**CONSTRUCTION SITE RUNOFF ORDINANCES**

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1. Do the current ordinances/regulations for the municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified.

Yes ☒

The stormwater management program extends notices of requirements through technical review comments, public review with patron comment, website posting, public notice ads, emails, bulk mail, social media/network notification.

No ☐

2. Do you currently have an erosion prevention and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the page number(s). If No, proceed to the next set of questions below about construction site plans review.

Yes ☒

No ☐

ord. #21 Page Number

3. Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?

Yes ☒

No ☐

4. Does the ordinance/regulatory mechanism require (explicitly or implicitly) that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.

Yes ☒

No ☐

ord. 8 Page Number

sect. 3 Paragraph Number

5. Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.

Yes ☒

No ☐

ord. 14 Page Number

sect. 4 Paragraph Number

6. Do those technical standards meet or exceed the current effective Tennessee Construction General Permit (TNR100000) requirements for design storm and special conditions for impaired waters or exceptional waters?

Yes ☒

No ☐

7. Do those technical standards require that construction activities maintain temporary water quality buffers during construction?

Yes ☒

No ☐

8. Does the ordinance or regulatory mechanism clearly define the criteria - primarily who must submit - for submitting erosion and sediment control information or plans? If yes, note page number and paragraph number

Yes ☒

No ☐

ord. 21 Page Number

sect. 4.5 Paragraph Number

9. Does the ordinance or regulatory mechanism require approval by the local government prior to commencement of land disturbance activities? If yes, note page number and paragraph number.

Yes ☒

No ☐

ord. 11 Page Number

sec. 5 Paragraph Number

10. Does the ordinance or regulatory mechanism require re-submittal of erosion and sediment control information or plans if site plans or conditions change during land disturbance activities? If yes, note page number and paragraph number.

Yes ☒

No ☐

guide 3 Page Number

item 8 & 9 Paragraph Number

11. Does the ordinance or regulatory mechanism allow right-of-entry for government officials onto construction sites for inspections? If yes, note page number and paragraph number.

Yes ☒

No ☐

guide 7 Page Number

sect. 2.1.1 Paragraph Number

12. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to STOP WORK in the event of non-compliance violations? If yes, note page number and paragraph number.

Yes ☒

No ☐

guide 7 Page Number

sect. 2.1.4 Paragraph Number

**CONSTRUCTION SITE PLANS REVIEW**

1. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?

Yes ☒

No ☐

2. Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?

Yes ☒

No ☐

3. Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites, including at a minimum those construction activities discharging directly into, or immediately upstream of, waters the state recognizes as impaired or exceptional?

Yes ☒

No ☐

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4. If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.

Concepts are submitted to planning and zoning, pre-application meeting, compared to checklists for completeness of required data and compliance with state and local codes and ordinances, reviewed by all staff and departments (including a minimum of 1 public session), comments, conditions of RPC (including public meeting advertised/noticed in advance), approval, pre-construction meeting, permitting, periodic inspections for compliance, post construction 'final' inspection prior to release, post construction inspections for maintenance.

**RESPONDING TO PUBLIC INPUT AND COMPLAINTS**

1. Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?

Yes ☒

No ☐

If Yes, please provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, and personnel (by title). If available, provide information on complaint tracking, documentation, etc:

The public may provide input and comment on activities and proposed projects by means of phone calls, emails, personal contact, written letter, attendance of one of several public reviews, attendance in a board of commissioners public meeting, directed contact with other administration.

The city also provides for special called public noticed meetings to provide share holders information regarding proposed projects and their impacts. Public comment is incorporated into the review record.

**ENFORCEMENT AND INSPECTION PROCEDURES**

1. Does the municipality presently have personnel and procedures in place for construction site runoff inspection?

Yes ☒

No ☐

2. Does the program provide for pre-construction meeting and monthly inspection of priority sites?

Yes ☒

No ☐

3. Does the municipality presently have procedures and personnel in place for enforcement to the maximum extend for violations of construction site requirements?

Yes ☒

No ☐

4. Does the municipality use a STOP WORK order to enforce non-compliance with construction site policies and requirements?

Yes ☒

No ☐

5. How are enforcement actions documented?

Inspection reports, photos, emails, notices, NOVs, written request to other departments for support, record of enforcements, formal letters, directed orders, responses, actions and outcome reports.

These are retained in a case file.

**TRAINING AND EDUCATION**

1. Does the municipality presently make construction site runoff control training/information available to the public, developers, engineers, and contractors? (Be aware that the state of Tennessee regularly conducts erosion prevention and sediment control classes across the state. Local governments are encouraged to refer developers and contractors to these classes).

Yes ☒

No ☐

2. Has municipal staff completed state-sponsored training, including the Tennessee Fundamentals of Erosion Prevention and Sediment Control; and the Erosion Prevention and Sediment Control Design Course?

Yes ☒

No ☐

**B. Proposed Activities:**

List the best management practices (BMPs) that you will implement in the area of Construction Site Runoff Program. These should be based on a set of priorities that you have identified in the area of Construction Site Runoff Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

**PROPOSED BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM**

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BMP	Name	DESCRIPTION
3A.	Technical review	ALL projects are subject to a technical review by city staff to assess risks and determine level of compliance with current standards. ALL stormwater staff conduct review coinciding with other technical review by senior staff.
3B.	Proactive Investigation and Pre Construction meetings	Storm water staff (and others as needed) visit sites proposed for development and/or re-development to field verify conditions. A record of actual conditions are incorporated into the technical review to be addressed.  In a 'pre-con', all parties must be present to review and discuss conditions, limitations, implementations, expectations and requirements of the project approval prior to beginning of activities.
3C.	Inspections	Storm water and other staff conduct inspections to verify BMPs, limitations, conditions, maintenance, completion compliance and post construction operation
3D.	Certifications	Storm water requires all contractors, sub contractors, vendors and others to have at a minimum a TDEC Level 1 certification to participate in installation, inspection, repair or revision of approved BMPs. Otherwise, these functions must be managed by a licensed professional engineer or landscape architect.

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

Those to be targeted include developers, consultants, contractors, vendors, operators, staff and others.

**C. Measurable Goals and Implementation Milestones**

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

**D. Administrative Information**

ADMINISTRATIVE INFORMATION FOR CONSTRUCTION SITE RUNOFF PROGRAM	
PRIMARY CONTACT	POSITION OR TITLE
Gary Gaskin	Storm water program coordinator

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Engineering	supports with technical review and verification of proposed site data.
Planning and Zoning	supports with technical review and verification of completeness of data submitted.
Codes, Roads, Sewer, Industrial pretreatment.	these departments support with field compliance, completion, and operation verification.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
CRC	assist with review and assessment of water resource conditions, management and in cases of remediations, rehabilitations, restorations, enhancements and education.
TEC	assist with review and assessment of water resource conditions, management and in cases of remediations, rehabilitations, restorations, enhancements and education.
WCW, SCWG, TNSA, and others.	assist with review and assessment of water resource conditions, management and in cases of remediations, rehabilitations, restorations, enhancements and education.

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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**SECTION 4**  
**PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT**  
**IN NEW DEVELOPMENT AND REDEVELOPMENT PROGRAM**

**A. Current Activities**

The following is a set of questions on your current Permanent Stormwater Management in New Development and Redevelopment Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

**STRUCTURAL AND NON-STRUCTURAL STRATEGIES**

1. Does the municipality currently have in place mechanisms or strategies to address permanent stormwater runoff management from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based local controls such as riparian buffer zone protection; storage or detention of stormwater prior to release to streams; practices to cause stormwater to percolate the soil rather than runoff immediately; vegetative practices.

Yes ☒

No ☐

If Yes, please provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, Best Management Practices allowed, technical guidance, responsible departments, and personnel (by title).

City and storm water codes require that ALL proposed project of development and/or re-development are reviewed and assessed for potential impacts and be considered for measures to meet current water quality and quantity management standards.

**PERMANENT STORMWATER CONTROLS SITE MANAGEMENT ORDINANCE**

1. Do you currently have an ordinance or regulatory mechanism that addresses permanent stormwater runoff management from new development and redevelopment projects? If yes, reference the page number in your ordinance. If No, proceed to the next section on permanent stormwater management plans review.

Yes ☒ No ☐

ord. 14 Page Number

4..2 Paragraph Number

2. Does the ordinance or regulatory mechanism require controls to mitigate pollutants in stormwater runoff? If yes, note page number and paragraph number.

Yes ☒ No ☐

ord. 14 Page Number

4.2.a Paragraph Number

3. Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.

Yes ☒ No ☐

ord. 14 Page Number

4.2.a Paragraph Number

4. Does the ordinance or regulatory mechanism contain or reference technical standards for water quality controls (e.g., design of detention basins)? If yes, note page number and paragraph number.

Yes ☒ No ☐

ord. 14 Page Number

4.1a,b Paragraph Number

5. Does the ordinance or regulatory mechanism clearly define the criteria for submittal -who must submit - of permanent stormwater management design information or plans? If yes, note page number and paragraph number.

Yes ☒ No ☐

ord. 14 Page Number

4.2.a Paragraph Number

6. Does the ordinance or regulatory mechanism require approval prior to construction of permanent stormwater management controls? If yes, note page number and paragraph number.

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Yes ☒ No ☐ ord. 16 Page Number 4.4 Paragraph Number

7. Does the ordinance or regulatory mechanism require re-submittal of permanent stormwater management design information or plans if site plans change after the initial design has been approved? If yes, please note page number and paragraph number.

Yes ☒ No ☐ ord. 24 Page Number 5.1 Paragraph Number

8. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to penalize the owner of permanent stormwater management controls for violations? If yes, note page number and paragraph number.

Yes ☒ No ☐ ord. 26 Page Number 5.5 Paragraph Number

9. Does the ordinance or regulatory mechanism allow the municipality right-of-entry on property where permanent stormwater management controls are installed for inspections? If yes, please note page number and paragraph number.

Yes ☒ No ☐ ord. 25 Page Number 5.3 Paragraph Number

10. Does the ordinance or regulatory mechanism require that permanent stormwater management controls have adequate and long-term operation and maintenance? If yes, please note page number and paragraph number. If no, how does the MS4 owner/operator maintain permanent stormwater management controls?

Yes ☒

For maintenance agreement language please refer to ordinance 4.4.g  
Current policy also requires that summary definitions and special, specific and/or proprietary measures and supporting information and instructions be appended to the agreement before recording.

No ☐

11. Does the ordinance or regulatory mechanism require establishment and maintenance of water quality buffers in areas of new development and redevelopment?

Yes ☒

No ☐

**PERMANENT STORMWATER MANAGEMENT PLANS REVIEW**

1. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment with regard to the impact that permanent stormwater runoff will have on receiving streams?

Yes ☒

No ☐

If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.

Planning and zoning reviews using zoning ordinances, conservation subdivision regulations and storm water regulations intended to meet current requirements. Documents are under review for revision to meet updated permit standards. Engineering provides technical comment on flood elevation design and compliance.

Engineering supports technical review of plans through individual and group meetings and discussions with other departments and consultants.

Storm water supports process by review of actual site conditions, review of proposed storm water management systems, land development activities and BMPs for those activities and post construction operation.

Sewer, Pretreatment, Roads and others provide support as necessary and directed. This may include review and comment of third party consultant and partners.

All departments are required to provide signature verifying compliance of development with federal, state and local requirements are met prior to start of activities AND before the release of sureties or issuance of certificates of occupancy.

**B. Proposed Activities:**

List the best management practices (BMPs) that you will implement in the area of the Permanent Stormwater Management Plans Review Program. These should be based on a set of priorities that you have identified in the area of the Permanent Stormwater Management Plans Review Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

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PROPOSED BEST MANAGEMENT PRACTICES FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW		
BMP	Name	DESCRIPTION
4A.	Training for Staff and constituents.	Regular training of all staff (and made available to the public) in current regulations, technology and design techniques for optimum results in water quality protection, management.
4B.	Regulatory and policy review and revision.	Review and revision of operating policies and ordinances based upon the most current permit standards and practices through regular meetings and communications. This includes but is not limited to work sessions, presentations and demonstrations for the benefit of staff, clients and other share holders.
4C.	In Service Update for Officials	Introduction of new methodology and standards to local officials and surrounding jurisdictions through work sessions, presentations and demonstrations.
4D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

The groups targeted include but are not limited to municipal technical staff, public officials, design consultants, public share holders, developers, contractors and others.

**C. Measurable Goals and Implementation Milestones**

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

**D. Administrative Information**

ADMINISTRATIVE INFORMATION FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW	
PRIMARY CONTACT	POSITION OR TITLE
Gary Gaskin	Storm water program coordinator

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Planning and Zoning	P&Z will assist with development and implementation of best practices and new and existing procedures. They will further assist with educating clients and share holders.
Engineering	Engineering will support development and implementation with updated language for policies and ordinances as well as specifications and details. They will assist with educating developers, consultants and share holders
Public Works	Various divisions of public works will support with development and implementaiton of improved processes and the education of share holders for implementation and compliance.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
Lebanon	Will assist through participation in comparative discussion, work sessions, development and demonstration of new and evolving technologies and best management practices.
Wilson County	Will assist through participation in comparative discussion, work sessions, development and demonstration of new and evolving technologies and best management practices.
SCWG, CRC, TEC and others	Will assist through participation in comparative discussion, work sessions, development and demonstration of new and evolving technologies and best management practices.

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP



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**SECTION 5**  
**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

**A. Current Activities**

The following is a set of questions on your current Pollution Prevention/Good Housekeeping for Municipal Operations Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

**STAFF EDUCATION AND TRAINING**

1. Does the municipality's current operation and maintenance program provide annual training for staff on preventing and reducing stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance?

Yes ☒

No ☐

2. Are training activities documented? If yes, please describe training and method of record-keeping.

Yes ☒

Storm water maintains a 'lend library' of training material from which it presents annual training/test out and additional issue specific training to city staff. Training is also made available to the public, industry specific groups.

No ☐

Training sessions are also reserved as a component to noncompliance enforcement, mitigation and education counseling.

Issues addressed include basic introduction to storm water issues, housekeeping, spill prevention and response, IDDE/noncompliance response and reporting, hazardous materials handling, storage and disposal, conservation practices, stream restoration, low impact development practices, construction site BMPs and other topics.

**MUNICIPAL OPERATIONS POLLUTION PREVENTION**

1. Does the municipality's operations and maintenance program have policies and procedures in place that address pollution prevention? If yes, please describe procedures. Consider the following in your response: maintenance activities, maintenance schedules; long term inspection procedures for structural and non-structural stormwater controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways; controls for reducing or eliminating pollutants from municipal parking lots, maintenance and storage yards, fleet or maintenance areas with outdoor storage areas, salt/sand storage areas, snow disposal areas, waste transfer stations; disposal of waste removed from storm sewers and the areas listed above; and assessment of impacts on water quality from new flood management projects.

Yes ☒

The city's operations and maintenance program includes regular and incident specific training. Each facility undergoes a "hot spot" audit using the EPA evaluation form. The investigation is conducted by a storm water specialist accompanied by the facility point person. Upon completion a risk assessment is made, mapping of the facility is completed, a storm water plan is written, then reviewed and signed by the facility manager with copies retained onsite and in the storm water office as part of a master storm water plan.

No ☐

This standard operating procedure manual is reviewed and updated annual or as may be required by changes in function and procedure.

**MUNICIPAL INDUSTRIAL ACTIVITIES**

1. Has the MS4 owner/operator obtained a Tennessee Multi-Sector General Permit or a no-exposure waiver for all qualifying municipal industrial activities? If yes, please give permit numbers or attach copies of the No-Exposure Certification form.

Yes ☐

No ☒

\_\_\_\_\_ Permit Numbers(s)

2. List municipally-owned or operated facilities that have a notable potential for contaminating runoff: for example - vehicle maintenance garages; waste transfer operations; golf courses; salt or other materials storage; landfill. If more than one facility for a given type of operation; give the number of such facilities. Indicate if any of these are covered by an NPDES permit. Is there a documented pollution prevention plan in place for these facilities?

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FACILITY OR TYPE OF OPERATION	NUMBER OF FACILITIES	IS ACTIVITY COVERED BY NPDES PERMIT?	IS A POLLUTION PREVENTION PLAN IN EFFECT?
Administration and Finance	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Parks and Recreation	2	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Public Works and Codes	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**B. Proposed Activities:**

List the best management practices (BMPs) that you will implement in the area of the Pollution Prevention and Housekeeping Program. These should be based on a set of priorities that you have identified in the area of the Pollution Prevention and Housekeeping Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

In addition to considering industrial-type operations, you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/catch basins, etc. Also included in this program area is discharge of pollutants from roads and parking lots

PROPOSED BEST MANAGEMENT PRACTICES FOR POLLUTION PREVENTION AND HOUSEKEEPING		
BMP	Name	DESCRIPTION
5A.	Regular Training and Updates	All personnel are trained and tested for knowledge of the standard operating procedures for the city and for their facility or operation. This training is conducted annually, for new hires or personnel changes and as updates or changes to regulations occur.
5B.	Regular Review	A regular review of operations and facilities is conducted and revisions to the SOP manual made to address the changes in conjunction with the regular annual training/testing sessions.
5C.	Periodic Field Training	Storm water staff will accompany city staff in other departments while on assignment to observe their work process and product. Storm water professional staff will report and address areas that may require review and development or amendment of procedures in order to maximize regulatory compliance.
5D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

The intended target is municipal staff with operational control of facilities, regular responsibilities for maintenance and repairs and other functions of the city. These measures also target the city's consultants, contractors and sub contractors.

**C. Measurable Goals and Implementation Milestones**

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

**D. Administrative Information**

ADMINISTRATIVE INFORMATION FOR POLLUTION PREVENTION AND HOUSEKEEPING	
PRIMARY CONTACT	POSITION OR TITLE
Gary Gaskin	Storm water program coordinator

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Codes	Codes managers will communicate changes in operations, personnel or other functions to storm water in order to develop and implement appropriate updates.
Public Works	Public works division managers will communicate changes in operations, personnel or other functions to storm water in order to develop and implement appropriate updates.

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Parks and Recreation	Parks and Recreation managers will communicate changes in operations, personnel or other function to storm water in order to develop and implement appropriate updates.
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Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
CRC	CRC will assist with development and implementation planning for new materials, policies, documentation and associated training for compliance with the most current standards.
TEC	TEC will assist with development and implementation planning for new materials, policies, documentation and associated training for compliance with the most current standards.
MTAS, consultants and others.	MTAS will be used as often as possible; consultants and others may be called upon as well and will assist with development and implementation planning for new materials, policies, documentation and associated training for compliance with the most current standards.

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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**ADDENDUM TO SMALL MS4 NPDES PERMIT NOTICE OF INTENT**  
**BEST MANAGEMENT PRACTICES (BMPs) MEASURABLE GOALS AND MILESTONES**

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. If necessary, please attach additional BMP MEASURABLE GOALS AND MILESTONES as a separate attachment.

Measurable goals are BMP design objectives, or goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part V., 1-5 of this NOI. For purposes of this NOI, the Public Education and Outreach and Public Involvement/Participation minimum measures have been combined.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year.

<b>BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION</b>	
<b>BMP 1A</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Provide regular opportunities for education and participation to educate students, teachers and school staff through demonstration, print material, presentation and participation on storm water issues, pollution impacts and possible BMPs to minimize and manage the risks.
Milestone Year 1	Continued use of specialized programs (Think Green; Think Clean, Project Learning Tree, Globe, etc.) to educate, train and equip students to acquire better knowledge and skills to respond to storm water, pollution impacts and the best management practices to minimize and manage risks.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 1B</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Annual exposition focused on the construction processes. Topic specific 'special workshops' as needed for Contractor, consultants and developers to provide education on new regulations, requirements, BMPs, technologies and more. (e.g. Wilson Bank & Trust Construction Expo, Wilson County Fair, special events).
Milestone Year 1	Continued use of specialized programs from MTAS, NGO partners, MS4s consultants and others to encourage target audience to acquire better knowledge and skills to respond to storm water issues, pollution impacts and the best management practices to minimize and manage risks.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 1C</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Special workshops to Educate "hot spots" and "priority" sites and operations, owners and operators.
Milestone Year 1	Efforts will focus on educating owners, operators and staff about storm water, pollution impacts, pollution prevention, housekeeping, spill response and other BMPs to minimize and manage risks. Training will encompass identifying risks, reducing exposure, staff training, housekeeping and reporting.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 1D</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Education of government staff, contractors, subcontractors and others.

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Milestone Year 1	Through regular training, regular meetings, special work sessions, demonstrations and personal contact storm water sill educate these about storm water issues, pollution impacts, prevention, planning, mitigation, and other BMPs to minimize and manage risks and impacts.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue

BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
<b>BMP 2A</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Complaint Investigations; Continue and expand IDDE screening in order to reduce or eliminate negative impacts on local jurisdictional waters.
Milestone Year 1	Document inspection/investigation findings. Increase departmental cross training, reporting and enforcement. Expand education outreach regarding IDDE type connections and activities. Investigate leads from complaints, observation/reports of other departments, random and regular inspections, new permits, business licenses are assessed for potential noncompliance issues.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 2B</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Regular investigations, inspections and interviews.
Milestone Year 1	Storm water with the support of other departments will take actions to contact and enforce improved BMPs and mitigations of high risk activities and operations throughout the jurisdiction. Storm water will continue make regular visits to existing known sites in order to "audit" their program of training, housekeeping, maintenance and repair. They are required to provide annual certification of conditions and compliance. These reports are subject to be verified by stormwater inspections.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 2C</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Hot Spot/Priority investigations and inspectionsContinue and expand education in order to reduce and/or eliminate number of and negative impacts to local jurisdictional waters.
Milestone Year 1	Storm water continues to identify and update data on "Hot Spots" regularly and makes contact to audit operations, educate owner/operators to implement spill and management programs and to provide regular reporting of compliance to be verified by inspection by city staff. Storm water with support of other departments and partners will take actions to conduct more topic specific education with personal contacts, classes, brochures and media outreach.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 2D</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Visual assessment of other systems.
Milestone Year 1	Storm water staff observes and investigates named and un-named streams, lakes, conveyences, channels, ditches, swales and other features for indicators of proper function, maintenance and potential discharges that may constitute a risk of non-compliance with clean water/storm water regulations.

**Phase II Stormwater Permit Notice of Intent (NOI)**  
**Phase II Municipal Separate Storm Sewer Systems (MS4)**

Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM	
<b>BMP 3A</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Continue and expand training updates for staff and other departments in Technical review process.
Milestone Year 1	Storm water will proactively increase available training for staff and other departments on storm water BMPs, their use, placement, maintenance, rehabilitation and alternative measures.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 3B</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Proactive Investigation and Pre Construction meetings will provide opportunities to continue and expand training, education and testing of contractors and operators and to more adequately verify real field conditions.
Milestone Year 1	Storm water staff (and others as needed) visit sites proposed for development and/or re-development to field verify conditions. A record of actual conditions are incorporated into the technical review to be addressed.  In a 'pre-con', all parties must be present to review and discuss conditions, limitations, implementations, expectations and requirements of the project approval prior to beginning of activities.  Storm water will update materials and presentations to contractors, operators, subcontractors their staff and associates through a minimum of one special workshop or other event annually and in additional periodic sessions as needed.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 3C</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Certifications and credentials. Storm water will continue to expand and improve education and testing of developers and design consultants and verification of training, certification and accreditations.
Milestone Year 1	Storm water requires all contractors, sub contractors, vendors and others to have at a minimum a TDEC Level 1 certification to participate in installation, inspection, repair or revision of approved BMPs. Otherwise, these functions must be managed by a licensed professional engineer or landscape architect. Storm water will offer workshops, demonstrations, and other training and educational material to the development and civil consultant and other engineering communities with at least one event annually.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 3D</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	

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Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT PROGRAM	
<b>BMP 4A</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	The goal is to continue to implement a program or monitoring and document post construction storm water management systems. Storm water will provide training for Staff and constituents.
Milestone Year 1	Storm water will provide regular training of all staff (and made available to the public) as well as periodic updates in current regulations, technology and design techniques for optimum results in water quality protection and management.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 4B</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Regulatory and policy review and revision will be conducted to improve the process integrating most effective BMPs, documentation within the development record and recorded in permanent documents. Revision to improve scope and effectiveness of policies and requirements will continue to be regular process.
Milestone Year 1	Storm water will continue to assist all departments in the review and revision of operating policies and ordinances based upon the most current permit standards and practices through regular meetings and communications. This includes but is not limited to work sessions, presentations and demonstrations for the benefit of staff, clients and other share holders..
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 4C</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	In Service Update for Public Officials; The goal is to provide for more effective long term maintenance through education to introduce regulatory updates, new technology and most effective BMPs for Post Construction Management
Milestone Year 1	Storm water will continue to increase efforts to education the public, contractors, operators and others as to the need and requirement to do proper maintenance post construction.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 4D</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

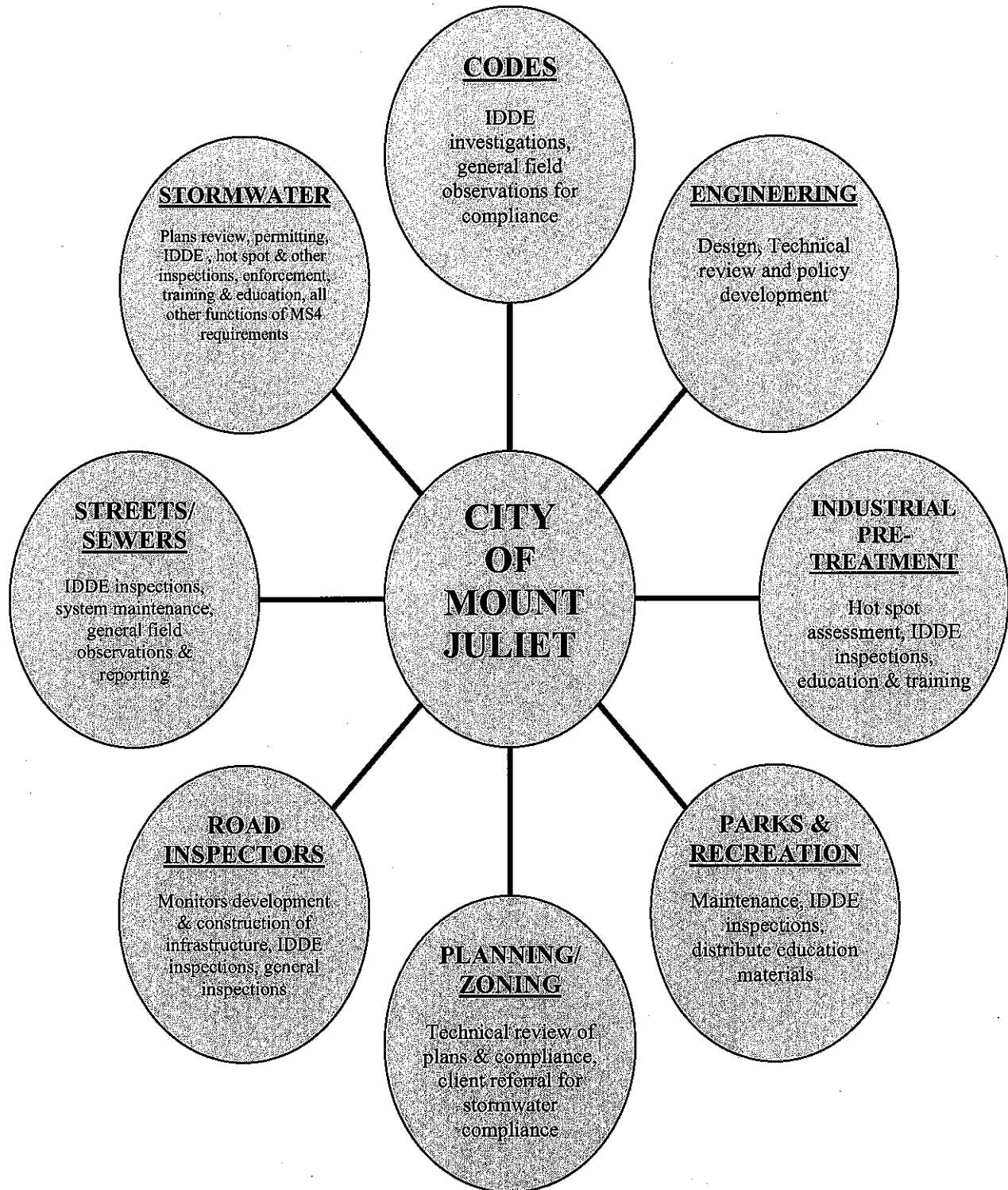
BEST MANAGEMENT PRACTICES FOR MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING	
<b>BMP 5A</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Regular Training and UpdatesThe goal of the storm water program is to maintain compliance with

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	water quality of city facilities in daily operations through timely education in services and special sessions.
Milestone Year 1	The storm water staff will provide training and education opportunities. All personnel will be trained and tested for knowledge of current storm water requirements, the standard operating procedures for the city and for their facility or operation. This training is conducted annually, for new hires or personnel changes and as updates or changes to regulations occur.
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 5B</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Regular Review; The goal of storm water is to maintain compliance with water quality standards through regular review and assessment of facilities, work process and procedures and SOP effectiveness.
Milestone Year 1	A regular review of operations and facilities will be conducted and revisions to the SOP manual made to address such changes in conjunction with the regular annual training session..
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 5C</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	Periodic Field Training. The goal is to accompany and observe the staff of other departments and their abilities to implement standard operating procedures correctly and remain in compliance with storm water quality standards.
Milestone Year 1	Storm water staff will accompany city staff in other departments while on assignment to observe their work process and product. Storm water professional staff will report and address with corrective measures any areas that may require review and development or amendment of procedures in order to maximize regulatory compliance..
Milestone Year 2	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 3	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 4	assess effectiveness, ease of operation, review impact, revise as needed, continue
Milestone Year 5	assess effectiveness, ease of operation, review impact, revise as needed, continue
<b>BMP 5D</b>	<b>MEASURABLE GOALS AND MILESTONES</b>
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	



# ORGANIZATIONAL CHART FOR CITY OF MOUNT JULIET





**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
NASHVILLE ENVIRONMENTAL FIELD OFFICE**

**711 R. S. GASS BOULEVARD  
NASHVILLE, TENNESSEE 37243**

**PHONE (615) 687-7000 STATEWIDE 1-888-891-8332 FAX (615) 687-7078**

**Division:** WPC  
**Subject:** MS4 NOI  
**Permit #:** TNS075451  
**Check #:** 38606  
**Amount:** \$3,460.00  
**Rcvd. From:** City of Mt. Juliet, TN  
**Bank:** Wilson Bank and Trust  
**Date Rcvd:** March 16, 2011

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## Storm Water Division

Storm Water; it's a term seldom heard in our daily life unless it is raining, yet it impacts us all every day. It takes form in drought, flood, erosion, pollution, health and safety.

Your Local Storm Water offices work to educate, facilitate and regulate these concerns and more through public and student outreach, stream clean ups, contractor training, inspections and enforcements.

You can learn more, or even volunteer, by contacting your local Storm Water office.

We all live "downstream" in the big picture....in Wilson County.

### **Gary Gaskin**

Storm Water Coordinator

773-PWKS (7957)

ggaskin@cityofmtjuliet.org

### **Chris Allison**

Storm Water Inspector

(Residential)

773-PWKS (7957)

callison@cityofmtjuliet.org

### **Donna Howard**

Storm Water Clerk

(Education & Outreach)

773-PWKS (7957)

dhoward@cityofmtjuliet.org

### **Michael Griffin**

Storm Water Inspector

(Commercial)

773-PWKS (7957)

mgriffin@cityofmtjuliet.org

For storm water forms click [here](#).

## Storm Water Management Phase II (MS4) Program Developers Checklist

Date: \_\_\_\_\_

Name of Development (as approved) \_\_\_\_\_

Company Name (including D.B.A.) \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Designee/Representative: \_\_\_\_\_ Legal Proof: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Corporate Guidelines: Y / N      Environmental Positioning Statement: Y / N

Corp of Engineers (COE): Y / N    Hazmat: Y / N    EPA: Y / N    Endangered/Protected: Y / N  
Environmental Impact: Y / N

NOI: \_\_\_\_\_ NOC: \_\_\_\_\_ NPDES: \_\_\_\_\_

ARAP: \_\_\_\_\_

SWPPP (As submitted to TDEC): \_\_\_\_\_

Preliminary and Final Geotech: \_\_\_\_\_ Permit #: \_\_\_\_\_

Current Flood Study (see also COE): \_\_\_\_\_

Drainage Basin Maps: \_\_\_\_\_ Ariel/Field Run: Y / N  
(Next 2 (two) structures up/down streams)

1 Full size Plans: \_\_\_\_\_ (3) 11X17 \_\_\_\_\_ PDF/DWG \_\_\_\_\_

ARC Map Shape Files with minimum 2 State Coordinates

Plans - \* Stamped/Signed approved site plans by the City Engineer -- Marlin Keel, P.E.R.L.S. 615-754-2552

Timeline for Construction: \_\_\_\_\_

Storm Water Detention/Maintenance Agreement sent to Public Works: \_\_\_\_\_

Recorded to plat: \_\_\_\_\_

Blasting License from State (photo I.D. and insurance): \_\_\_\_\_